

NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC NOTICE  
NO. 10-3

SECURITY  
7 April 1969

PROCEDURE FOR DISPOSAL OF CLASSIFIED WASTE

RESCISSION: NPIC Notice No. 10-25-3, dated 22 June 1966

25X1

1. [ ] is equipped with two types of machines for the disposal of classified waste. For the bulk of the material (80% of the total), a pulper or wet process known as SOMAT is used. This machine acts only on water soluble matter such as paper, IBM cards, photographic prints, maps, etc. For film and other non-soluble items, which the SOMAT machine will not accept, a small incinerator is used.

2. Bearing in mind the volume and the two entirely different types of destructors, it is important that all waste be bagged and handled according to its contents. Effective immediately the following procedures will be adhered to:

a. All ordinary classified waste consisting of paper products will be placed in the large or small bags provided for classified waste by the Supply Room, 1S 457.

b. All film, film cuttings and scraps, plastics, cloth matter, typewriter ribbons and similar non-soluble classified material shall be placed only in bags identified with a large letter "F" which must be stenciled or painted thereon by the user. These bags also may be obtained from the Supply Room.

c. The trash chute, which has openings on the first through the fifth floors, will be used only for the small bags. In no instance will the large sugar bag be disposed of through the chute. These should be delivered to the classified trash Vault Room 1S 316 at 0900-0930 and 1545-1615.

[ ]

E. H. Knoche  
Executive Director

Distribution: No. 3

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*Rescinded  
per 10-3 Rev  
13 May 77*

